

Form Letter – SOP Reminder

Date

Name

Address

City, State, Zip

Re: Standard Operating Procedures (SOP's)  
Name and Address of Establishment

Dear \_\_\_\_\_

Thank you for your recent plan submission. Since construction or remodeling of a food establishment can be a very busy time, we wanted to provide a reminder that standard operating procedures must be submitted to our agency and reviewed prior to our agency granting final operating approval.

After reviewing your proposed menu and other submitted documents, we believe the following SOP's would be applicable to your proposed operation. Please contact us if you believe this evaluation to be in error.

**Procedures all establishments must submit**

- ✓ Handwashing.
- ✓ Personal hygiene, including cuts and sores.
- ✓ Preventing bare hand contact with ready-to-eat food (gloves, utensils, etc.).
- ✓ Employee illness.
- ✓ Purchasing food from approved sources.
- ✓ Cleaning and sanitizing food contact surfaces.

**Procedures applicable to your proposed operation that must be submitted**

- ☐ Cross-contamination prevention.
- ☐ Warewashing.
- ☐ Date-marking ready-to-eat, potentially hazardous food.
- ☐ Using time only (not time and temperature) as a method to control bacterial growth.
- ☐ Time and temperature control for thawing potentially hazardous food.
- ☐ Time and temperature control for cooking potentially hazardous food.
- ☐ Time and temperature control for cooling potentially hazardous food.
- ☐ Time and temperature control for reheating potentially hazardous food.
- ☐ Time and temperature control for hot holding potentially hazardous food.
- ☐ Time and temperature control for cold holding potentially hazardous food.
- ☐ Special transitory food units (SFTU's) only- water supply.
- ☐ Special transitory food units (SFTU's) only- wastewater disposal.

We look forward to receiving your SOP submittal. Please leave adequate time for our agency to review the SOP's and for you to make any necessary corrections.

Sincerely,

Name, Title

C: ???

Note to LHD: Provide a copy of SOP guidance document to applicant if this has not already been done.

August, 2004